DCI/RMS 78-1215
31 October 1978

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MEMORANDUM FOR:

Direcor, Information Resources Office

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FROM:

Acting Director, Policy Guidance Office

SUBJECT: Input to the DCI's Annual Report   25X1

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1.   Preparation of the DCI's Annual Report for calendar year 1978, due to the President and the Congress by 25 January 1979, is now under way. The DCI has approved a concept for this year's Annual Report which is more selective than last year's, both because this seems more appropriate to a 1978 characterized by attention to key intelligence issues rather than the comprehensive report approach used for 1977 as a year of extensive community restructuring, and also to limit length for a busy reader to a manageable 30-40 pages (last year's ran 80 plus). The DCI has also approved an outline for this year's report (Attachment 1). Part I is designed to allow the DCI to highlight the particular characteristics and emphases of 1978 in intelligence; Part II is intended to air several issues of great importance to him, his key Executive users, and the Congress. The Annual Report will carry a high classification and receive extremely limited distribution.

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2.   We request your help on community ADP which is among the Part II issues of special concern. What are the most significant strides in community ADP in 1978? How would you roughly class and prioritize projects now engaging your attention, and why?

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3.   On a more generalized plane, we would like the DCI to be able in this year's Annual Report to speak to community ADP in the context of OMB and Congressional concerns about manpower and commonality of intelligence support functions generally (plus their ceilings on annual ADP growth), with some perspective on how far intelligence use of ADP has come, and the kinds of tasks yet ahead of us. Specifically:

-- Where are we in the process of formulating policy for and implementing intelligence communitywide networks and ADP resource sharing? Which major tasks are getting or need early major attention in this arena? What are the important limitations on this process (requirements better served by dedicated internal networks, fiscal, political, ADP security, etc.)?

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    -- What is your overall perspective on community data base
management? To what degree can/should we use general purpose
commercial products for data base management; to what degree do
we need to build and maintain special purpose data base manage-
ment systems? What general comments can you make about
development and maintenance cost/performance trade-offs?

    -- Beyond more efficient and comprehensive data base main-
tenance and manipulation, does data yet exist on the utility
of ADP to improving the core analytical aspects of analysts'
productivity (e.g., as an aid in scenario analysis, as a tip-off
to the onset of a threshold of warning activity or events, etc.)?
Are some community production components experimenting with or
actually using ADP in core analytical functions beyond a data
manipulation stage?

    -- What general criteria have you developed for evaluating
cost/performance trade-offs in tailored software development vs.
use of hardware/firmware and other off-the-shelf commercial
capabilities?

    -- What general comments can you make about criteria that
should govern the mix of central ADP service centers vs. small
distributed system service centers?

25X1   4. [ ] Although we recognize that the following two issues have
probably not been widely addressed in the intelligence community, is
there any serious work ongoing on them:

    -- What experience has the community developed in measuring
software productivity (e.g., via instructions per time segment,
higher order of language use, programmer teams, etc)? What general
lessons have been learned about how to evaluate and control
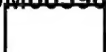programmer utilization?

    -- How widespread in the intelligence community is the charge-
back of ADP to users for whom services are provided? What utility
and drawbacks does this approach have as a management tool?

25X1   5. [ ] You are of course welcome to provide input or comment on any
of the outline topics. [   ] is responsible   25X1
for producing this year's DCI Annual Report. Please identify a principal
point of contact for her to work with. We shall need your comments by COB

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15 November, in order to accomplish integrated drafting of the entire
Annual Report in November, review in December, and DCI clearance and
production in January.

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Attachments:
1. DCI Revised Outline - AR for 1978
2. DCI letter to NFIB principals requesting
    help on Annual Report

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